

## **AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS - FINANCE COMMITTEE**

**Friday, June 27, 2014 – 12:00 Noon**

**100 West Keenan Street, Rhinelander, Wisconsin**

**Members Present:** Cushing, Krug, Platner, Queen

**Members Absent:** None

**Call Meeting to Order:** Chair Krug called the meeting to order at 12:00 Noon. Also in attendance were Aging & Disability Resource Center of the Northwoods (ADRC-NW) Regional Manager Pam Parkkila; ADRC-NW Board Chair Erv Teichmiller; ADRC-NW Board Secretary Miki Bix, and Jennifer Lueneburg, Oneida County Social Services Financial Services Manager.

**Public Comment & Introductions:** There were none.

**Approval of the Agenda:** Platner moved to approve the agenda with twelve items; Queen seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the May 2014 Finance & Executive Committee Meeting:** Due to an email glitch, these were unavailable for review.

**Financial Statements & Payments - April 2014 & May 2014:** After review, Cushing moved to accept the April transactions in the amount of \$124,741.44 and the May transactions in the amount of \$168,116.47 and forward these transaction reports to the full Board of Directors for approval. Queen seconded. All Ayes. Motion Carried.

A specific April Revenue/Expense Report was not available, but the April figures are included in the May Revenue/Expense Report. The Office Equipment line item shows a projected year-end deficit of \$9,000. However, this is more than offset by carryover funding of \$22,000 that was received in the month of June and not included in the May Report. There was also a projected deficit of \$3,000 in the Training/Conference Fees line item. This was more than offset by carryover funding of \$12,000 which was also received after the May Revenue/Expense Report was completed. The Outreach/Marketing line item has a projected deficit of \$35,000. This is offset by a \$39,700 grant received from the State of Wisconsin to pay for the statewide marketing program in our region. Queen moved to accept

the May Revenue/Expense Report subject to audit; Cushing seconded. All Ayes. Motion Carried.

The 2013/2014 ADRC Federal & State GPR Revenue Report was also reviewed. It shows that through the month of March 2014 (the last month State figures are available), the ADRC-NW has received \$13,757 more than in 2013 for the same period. The Time Report percentages were at 38.34% in May and 38.28% year-to-date. Both of those percentages are above what the ADRC-NW needs to meet the 2014 budget projections.

**Designation of New Fiscal Agent:** The Wisconsin Retirement System requires the ADRC-NW to have a named individual as our Fiscal Agent. In the past, this has been Mary Rideout. However, since Rideout is now the Oneida County Social Services Director and Jennifer Lueneburg is the new Oneida County Social Services Financial Services Manager, Lueneburg should be the named individual. Cushing moved to recommend to the full Board of Directors that it name Jennifer Lueneburg as the new Fiscal Agent; Queen seconded. All Ayes. Motion Carried.

**Group Health Insurance Update:** Last month the ADRC-NW Board approved joining the Wisconsin Public Employers' Group Health Insurance Program as of October 1, 2014. However, this date can now be moved up to July 1, 2014, but this requires an amendment to the Resolution for Inclusion under the Wisconsin Public Employers' Group Health Insurance Program that was passed in May 2014 by the Board of Directors. Cushing moved to amend the Resolution for Inclusion under the Wisconsin Public Employers' Group Health Insurance Program to substitute July 1, 2014 for October 1, 2014 as the start date. Queen seconded. All Ayes. Motion Carried.

**2013 Carryover Funding Update:** The ADRC-NW requested and has now received \$22,000 in carryover funds for office equipment and \$12,000 for training/conference fees. A request for \$20,000 for marketing expenses is still pending. In all probability, the ADRC-NW will be requesting additional funding to cover the cost of resolving the telephone issues. (Please see "Telephone System Update" item below for further clarification.)

**Telephone System Update:** The telephone system has been down since last Thursday, June 19<sup>th</sup>, in all offices except Rhinelander. (NOTE: The telephone system was finally restored to full service late in the day on July 27<sup>th</sup>.) However, Rhinelander cannot transfer calls to any other location. Both Parkkila and Teichmiller have contacted the ADRC-NW contact person at Frontier and his

supervisors to no avail. Frontier insists they do not have the technical capability to handle the problem locally. Apparently the ADRC-NW IP address changed last week, and no one at Frontier knows why or can change it back. Parkkila feels we cannot change telephone systems until Frontier tells us exactly what we have now. She has checked into hiring a telephone consultant and would like us to contract with Andrew G. Valentine who has proposed assisting the ADRC-NW in obtaining a telephone system that meets our needs at a consulting fee not to exceed \$6,628. Valentine was recommended by a relative of an ADRC-NW Board Member. Cushing moved to: 1) hire as a telephone consultant Andrew G. Valentine to solve our telephone issues, 2) to hire an attorney to work out an equitable financial solution with Frontier, and 3) to move as quickly as possible to replace Frontier as our telephone provider. Queen seconded. All Ayes (except Platner who abstained). Motion Carried.

**Future Agenda Items:** Telephone System Update

**Set Next Meeting Date & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, July 25, 2014 at 12:00 Noon. It will be held in Rhinelander.

**Adjournment:** With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 12:59 P.M.

**Handouts:** April 2014 Transaction Report; May 2014 Transaction Report; May 2014 Revenue/Expense Report; 2013/2014 ADRC Federal & State GPR Revenue Comparison; May 2014 100% Time Report; Andrew G. Valentine Resume; Andrew G. Valentine dba Service Provider Solutions, LLC consultant proposal.